

MATERIALS RECORD SUMMARY (RM-MSR) INSTRUCTIONS

This form is used to record the costs of supplies and materials purchased in response to the disaster or used to repair damages caused by the disaster.

Complete the record as follows:

1. **Applicant:** Enter your organization's name.
 2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
 3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
 4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
 5. **Location/site:** Enter physical address or location of project.
 6. **Category:** Enter category of work, if known.
 7. **Period Covering:** Enter the time period referenced for the information contained on this sheet.
 8. **Description of work performed:** Briefly describe the type of work that was performed.
- * **Vendor:** Enter the name of the supplier if the material was bought specifically as a result of the disaster.
 - * **Description:** Enter a brief description of the supplies or materials used or purchased.
 - * **Quantity:** Enter amount of materials used. (e.g., number, tonnage, etc.)
 - * **Date Purchased:** Enter the date on the invoice.
 - * **Date Used:** Enter date actually used/installed.
 - * **Info from:** Check whether information entered on the form was obtained from actual invoice or if material was taken from stock on hand.
 - * **Grand Total:** Add the numbers in the Total Price blocks and enter the result here.